

Registration for New District Testing Coordinators

January 14, 2020

Housekeeping

- If you have problems hearing the presentation, dial in on a telephone. Dial-in information is available:
 - in the *Meeting Information* icon at the top-left of the screen, and
 - in your registration email (messenger@webex.com).
- Dialing in for audio is recommended for best sound quality.
- All attendees' lines are muted due to the high number of participants.
- For questions or comments, use the “Q&A” function.

Objectives

- Key Resources
- STAAR 3–8 Student Registration
- STAAR End-of-Course (EOC) Student Registration
- STAAR Registration Guidelines
- Registration Conflicts and Errors
- Retesters
- Braille
- OOD/OOS
- Precode Verification Report
- Student Registration Reminders
- Late Precode Orders

Key Resources

Key Resources

- STAAR Assessment Management System Help Documentation
 - [STAAR Assessment Management System User's Guide](#)
 - [STAAR Assessment Management System User Roles and Permissions Matrix](#)
 - [2019–2020 Data File Format for Student Registration](#)
- District and Campus Coordinator Resources
- 2019–2020 Calendar of Events
- Email Communications to Districts
 - STAAR-DO-NOT-REPLY@staarsupport.ets.org
 - Don't forget to check email and spam filters!
 - Available in [Confluence](#) beginning September 1, 2019
- Websites
 - <http://texasassessment.gov>
 - <https://tea.texas.gov/student.assessment/>

Roadmap to Success

Add the [2019–2020 Calendar of Events](#) to your personal calendar.

Changes:

- Removed Participation Counts
- “Districts submit registrations for STAAR and STAAR Alternate 2 paper materials” window includes orders of precodes and test materials
- Added “Districts register campuses as OOD/OOS test sites” windows
- Added ADPL submission dates

[illegible]

Student Registration

- Student registration for the April and May 2020 STAAR administrations will be available through the STAAR Assessment Management System beginning January 17, 2020.

Administration	PEIMS Upload Option	Registration Window for Paper	Registration Window for Online	Receive Precoded Materials
April STAAR grades 4 and 7 writing	by January 27, 2020	January 17–February 7, 2020	January 17–April 10, 2020	by March 27, 2020
April STAAR grades 5 and 8 mathematics and reading	by January 27, 2020	January 17–February 7, 2020	January 17–April 17, 2020	by March 27, 2020
April STAAR English I and English II	N/A	January 17–February 7, 2020	January 17–April 10, 2020	by March 27, 2020
May STAAR Algebra I, biology, and U.S. history	N/A	January 17–March 6, 2020	January 17–May 15, 2020	by April 24, 2020
May STAAR Algebra II and English III	N/A	January 17–March 6, 2020	January 17–May 15, 2020 (English III) January 17–May 22, 2020 (Algebra II)	by May 1, 2020
May STAAR grades 3–8	by March 2, 2020	January 17–March 13, 2020	January 17–May 22, 2020	by May 1, 2020
May STAAR grades 5 and 8 mathematics and reading retest	N/A	April 29–April 30, 2020	April 29–May 22, 2020	by May 8, 2020

STAAR Grade 3–8 Student Registration

STAAR 3–8 Administrations

STAAR 3–8 assessments are administered in the spring (April and May). Students must be registered for each administration in which they will test.

- **April:** STAAR grades 4 and 7 writing, grades 5 and 8 mathematics and reading
 - 2020 APR STAAR GR 4&7 WR
 - 2020 APR STAAR GR 5&8 MA-RE
- **May:** STAAR grades 3, 4, 6, and 7 mathematics and reading, grades 5 and 8 science, grade 8 social studies, and retests for STAAR grades 5 and 8 mathematics and reading
 - 2020 MAY STAAR GR 3–8
- Retests for STAAR grades 5 and 8 mathematics and reading occur in May and June
 - 2020 MAY STAAR GR 5&8 MA-RE Retest
 - 2020 JUN STAAR GR 5&8 MA-RE Retest

Upload Students

Follow these steps to upload student registrations:

1. Make selections from the *Upload Student* dropdown menu.
2. Download the spreadsheet template.
3. Input student registration information.
4. Save the completed file as a CSV file.
5. Click the **Upload** button.

After uploading the file, the *Processing* status will be displayed.

Refer to [Section 6.3: Upload Student Registrations](#) for more information.

NOTE: Student upload files are processed within 24 hours.

Special Announcement for the December 2019 STAAR 3–8 Science Test: The precoded window (October 4, 2019) for the December 2019 STAAR 3–8 Science Test is now open. You can now register students for the December 2019 STAAR 3–8 Science Test via the precoded window (& Edit) or via file upload (Test Version).

Registrations with Oral Administration: Print test booklets in their student registration window to assist districts needing to conduct oral administration.

Select Test Admin

- 2020 JUN STAAR EOC
- 2020 JUN STAAR GR 5&8 MA-RE Retest
- 2020 MAY STAAR GR 3-8
- 2020 MAY STAAR ALG II-ENG III
- 2020 MAY STAAR EOC
- 2020 MAY STAAR GR 5&8 MA-RE Retest
- 2020 APR STAAR GR 4&7 WR
- 2020 APR STAAR ENG I-ENG II
- 2020 APR STAAR GR 5&8 MA-RE
- 2019 DEC STAAR EOC
- 2019 APR STAAR GR 4&7 WR
- 2018 DEC STAAR EOC A1-BI-E1-E2-US
- 2018 APR STAAR ENG I-ENG II

Upload Type *

Regular

Select Test Admin

Precode Options for STAAR 3–8

- Prior to a STAAR 3–8 test administration, and before students can be registered, district testing coordinators must decide whether to use the PEIMS source file to preload student registrations.
- Districts are given two options to add student registration information in the Assessment Management System
 - By using the Public Education Information Management System (PEIMS) data, *or*
 - By using a locally created student registration data file for submission
- **NOTE:** The Assessment Management System does not allow registrations until this decision has been made.

Precode Options for STAAR 3–8

Decision	Result	Notes
Use PEIMS Source File	<p>The system loads student data from the PEIMS source file within 24 hours after the decision is indicated.</p> <p>Data is viewable and editable 24 hours after preload is complete.</p>	Districts need to indicate whether or not to use the PEIMS file for each STAAR 3–8 test administration.
Do Not Use PEIMS Data	<p>The system does NOT load data from the PEIMS source file.</p> <p>Data is viewable and editable after the district uploads the locally created student registration data file.</p>	<p>Users may still add and edit student registrations and testing information up to the registration deadline.</p> <p>Districts must register students during the precode window to receive precoded answer documents.</p>
No Decision	<p>The system automatically uploads student data from the PEIMS source file three days prior to the precode deadline.</p> <p>Data is viewable and editable after the PEIMS upload process completes (within 24 hours), two days prior to the precode deadline.</p>	Same as choosing the PEIMS file except for timing (uploads PEIMS data three days prior to the precode deadline).

Using PEIMS Data to Preload STAAR 3–8

- Once the decision to use or not use the PEIMS Source File is made for a test administration, it **cannot** be reversed.
- Districts may still add and edit student registrations and testing information after the PEIMS upload completes and up to the registration deadline.
- Choosing the PEIMS option defaults student registrations to paper.



Alert:

- Before students can be registered for this test administration, a district representative must decide if this district will use the PEIMS Source File to pre-load the student registrations.
- The pre-load process can take up to 24 hours to complete.
- "Upload Students" and "Add Students" will not be available until this process is complete.

To select whether or not to use the PEIMS Source File. Go to [Upload Students](#) and select the Test Administration and District.

Using PEIMS Data to Preload STAAR 3–8

Texas Student Assessment Program													
CALENDAR OF EVENTS 2019–2020													
Events	Test Administration/Grade Level												
	December STAAR End-of-Course (Algebra I, English I, English II, Biology, and U.S. History)	Spring TEPAS Grades K–12	Spring TEPAS Alternate Grades 2–12	April STAAR Grades 4&7 Writing	April STAAR Grades 5&8 Math and Reading	April STAAR End-of-Course (English I and English II)	April STAAR Alternate 2 Grades 3–8 & End-of-Course (Algebra I, English I, English II, Biology, and U.S. History)	May STAAR End-of-Course (Algebra I, Biology, and U.S. History)	May Optional STAAR End-of-Course (Algebra II and English III)	May STAAR Grades 3–8	May STAAR Grades 5&8 Math and Reading Retest	June STAAR Grades 5&8 Math and Reading Retest	June STAAR End-of-Course (Algebra I, English I, English II, Biology, and U.S. History)
Training for ESCs	10/3	10/3	10/3	10/3	10/3	10/3	10/3	10/3	10/3	10/3	10/3	10/3	10/3
Registration file layout posted	8/23	8/23	8/23	8/23	8/23	8/23	8/23	8/23	8/23	8/23	8/23	8/23	8/23
Districts submit OOS/ODD test sites	8/5–9/6	—	—	—	—	11/4–12/13	—	11/4–12/13	—	—	—	3/30–5/8	3/30–5/8
Districts submit counts for test administrator manuals	—	10/21–11/8	10/21–11/8	—	—	—	—	—	—	—	—	—	—
Districts select registration option (PEIMS data or district supplied). Default is PEIMS for STAAR 3–8 and same option as last year for TEPAS.	—	11/11–12/13	—	1/27	1/27	—	—	—	—	3/2	—	—	—

- If the decision to use the PEIMS source file is not made by the date listed on the Calendar of Events, the system automatically preloads the student data submitted to TEA during the October Snapshot.

PEIMS vs. District Supplied Data File Upload – Rules

- If a district selects a PEIMS source file data upload containing a student who was previously registered elsewhere via district-supplied data file, the student registration will **NOT** be transferred to the district that selected the PEIMS upload option
- If no selection is made three days prior to the precode deadline, the PEIMS source file will be automatically loaded
- Districts that select to upload a district-supplied data file and fail to do so by the end of the paper registration (precode) window will **NOT** receive precoded materials

Students Testing above Grade Level

- Students testing above grade level must be registered for each administration in which they will test.
- For example: a grade 7 student taking grade 8 mathematics should be registered separately in each of the following administrations:
 - 2020 APR STAAR GR 4&7 WR (grade 7 writing)
 - 2020 APR STAAR GR 5&8 MA-RE (grade 8 mathematics)
 - 2020 MAY STAAR GR 3–8 (grade 7 reading)

STAAR End-of-Course (EOC) Student Registration

Precode Option for STAAR EOC

- Student registrations for first-time STAAR EOC test-takers must be uploaded or entered manually into the Assessment Management System.
- The PEIMS option is only available for STAAR 3 – 8; it is **not** an option for STAAR EOC.
- For EOC testing, retesters are registered to take only the test(s) that were not previously passed. Tests are presented in the same testing mode as the last administration.
- Testing coordinators should verify and update the grade levels, enrolled campus, PNPs and demographics of retesters before the paper materials registration window closes.

Upload Student Registration (EOC)

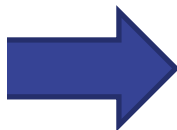
- When uploading student registrations in the EOC administrations, pay particular attention to the following fields:
- **Test Format – EOC (AO)** – registration defaults to online if no value is entered (blank).
 - Districts must enter “P” for all students testing on paper.
- **Test Version Code field – (AW)** is used to identify students needing large print or oral administration materials when testing on paper, or for assigning PNPs to online testers.”

Upload Student Registration (EOC)

Texas Student Assessment Program

2019–2020

Data File Format for Student Registration



TEST ADMINISTRATION INFORMATION		
Group Name	20	E
Local Use	4	AB-AE
End-of-Course Code	2	AI
Test Format - EOC	1	AO
Action-Indicator	1	AS
Test Version Code - EOC	6	AW
Test Assessment Type	1	BA
TX-Unique-Staff-ID - EOC	10	CB

The Test Version Code - EOC will be used to indicate the following for STAAR EOC:

PNP accommodation codes for testing online:

- B = Refreshable Braille Device and Screen Reader (delivered online for English I, English II, and U.S. History only)
- E = Spelling Assistance (delivered for English I, English II, and English III only)
- R = Content and Language Supports (not available for Algebra II or English III)
- T = Text-to-Speech (includes click word)
- V = ASL Signed Videos (not available for Algebra II or English III)

Designated Supports and Accommodations:

- D = Designated Supports for a student testing online
- X = Large Print accommodation for a student testing on paper.
- Y = Oral Admin accommodation for a student testing on paper.

	A	B	C	D	E	F	G	H	I	J	K	AI	AO	AW
	GRADE-LEVEL CODE	CAMPUS-ID- OF- ENROLLMENT	DISTRICT- NAME	CAMP US- NAME	GROUP NAME	LAST-NAME	FIRST-NAME	MIDDLE- INITIAL	PEIMS-ID	SEX- CODE	DATE-OF- BIRTH	END-OF-COURSE CODE	TEST FORMAT - EOC	TEST VERSION CODE - EOC
1	11	2.27E+08	z	z		alpha	carl	S	s7913769	M	111604	US	P	X
2	9	2.27E+08	z	z		bravo	carl	S	s7913769	M	111604	US	P	Y
3	10	2.27E+08	z	z		charlie	carl	S	s7913769	M	111604	US	O	X

STAAR Registration Guidelines

Registration

- Districts must register first–time testers prior to each administration.
 - Two methods for updating:
 - *Students > Register*
 - *Students > Upload*
- Students who have not met the standard for one or more STAAR EOC assessments during the previous two administrations will automatically be registered in the same testing mode (paper/online) for the next applicable EOC administration.

Registration

- Beginning with the December 2019 administration, the quantities of secure test materials, test booklets, and precoded answer documents will be based on the paper registrations indicated in the Assessment Management System at the close of the precode window (October 4, 2019).
- Districts may now identify students needing Large Print (X) or Oral Administration (Y) directly in the student's test registration.
 - *Students > View & Edit* in the Assessment Management System
 - Via file upload (Test Version Code field - Column AW, enter "X" for Large Print, "Y" for Oral Administration)

Adding a New Registration (UI)

- *Students > Register*
- **Two Step Process:**
 - Step 1 – Enter PEIMS ID

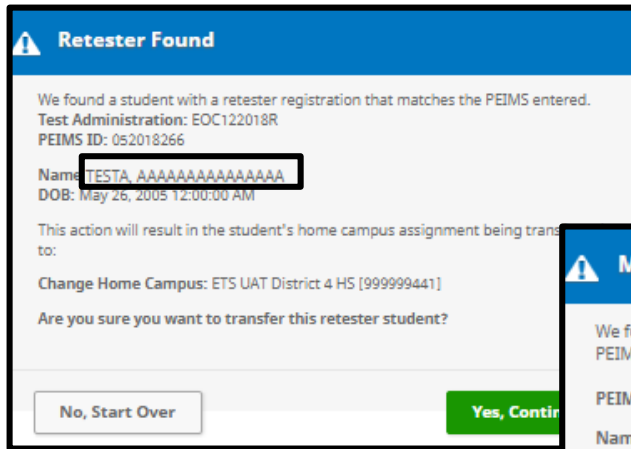
The screenshot displays the ETS Assessment Management web application. The top navigation bar includes links for Students, Online Testing, Orders, Reports, Structure, and Admin. The left sidebar contains icons and labels for Students, View & Edit, Register, Upload, Student Directory, Resolution, and Transfer. The main content area is titled 'Register A Student' and shows a progress indicator for 'Step 1: Enter PEIMS and Student Information'. The form fields are as follows:

Field	Value
Test Administration *	2019 DEC STAAR EOC
District *	A W BROWN-FELLOWSHIP LEADERSHI... REG X EDUCATION SERVICE CENTER [057950000]
PEIMS ID *	000000019

A green 'Add Student' button is located at the bottom right of the form.

Adding a New Registration (UI)

Pop-up Messaging:



Retester Found

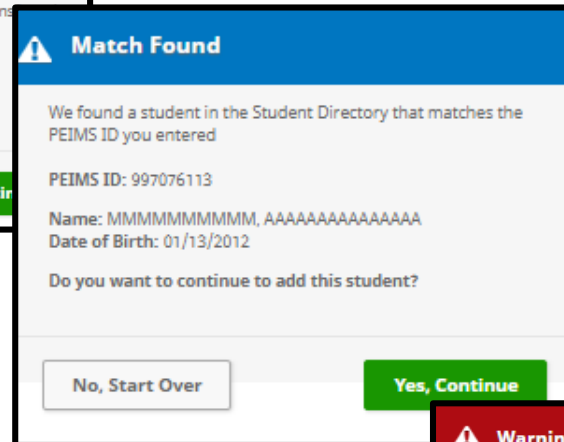
We found a student with a retester registration that matches the PEIMS entered.
Test Administration: EOC122018R
PEIMS ID: 052018266

Name: TESTA, AAAAAAAAAAAAAA
DOB: May 26, 2005 12:00:00 AM

This action will result in the student's home campus assignment being transferred to:
Change Home Campus: ETS UAT District 4 HS [999999441]
Are you sure you want to transfer this retester student?

No, Start Over Yes, Continue

- Student (retester) registration already exists.



Match Found

We found a student in the Student Directory that matches the PEIMS ID you entered

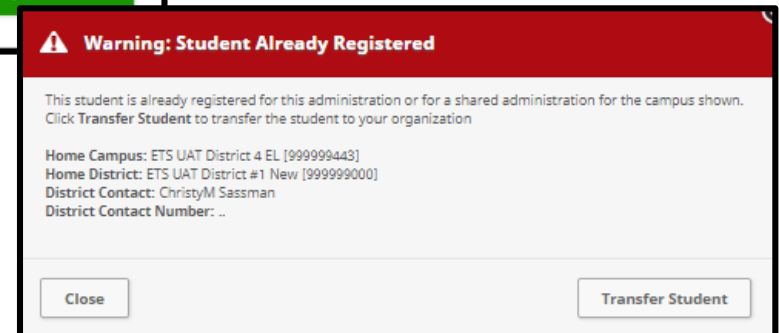
PEIMS ID: 997076113
Name: MMMMMMMMMM, AAAAAAAAAAAAAA
Date of Birth: 01/13/2012

Do you want to continue to add this student?

No, Start Over Yes, Continue

- Student exists in the directory but is not currently registered to test.

- Student registration (non-retester) already exists.



Warning: Student Already Registered

This student is already registered for this administration or for a shared administration for the campus shown. Click **Transfer Student** to transfer the student to your organization

Home Campus: ETS UAT District 4 EL [999999443]
Home District: ETS UAT District #1 New [999999000]
District Contact: ChristyM Sassman
District Contact Number: ..

Close Transfer Student

Adding a New Registration (UI)

Step 1 (cont.) – Enter Demographic Information

The screenshot displays the 'Step 1: Profile' form within the ETS Assessment Management system. The interface includes a top navigation bar with links to 'Students +', 'Online Testing +', 'Orders +', 'Reports +', 'Structure +', and 'Admin +'. A left sidebar contains navigation options: 'Students', 'View & Edit', 'Register' (highlighted), 'Upload', 'Student Directory', 'Resolution', and 'Transfer'. The main form area is titled 'Step 1: Profile' and is divided into three sections: 'Student Information', 'Campus Information', and 'Demographics'. The 'Student Information' section contains fields for PEIMS ID (0019), TSDS Student UID, First Name, Middle Initial, Last Name, Local Student ID, Date of Birth (02/03/2010), Sex (F), and Grade (11). The 'Campus Information' section includes 'Home Campus' (ETS UAT District 1 MS 5 [999999552]) and 'Home District' (ETS UAT District #1 New [999999000]). The 'Demographics' section features a 'New To Texas' checkbox and several dropdown menus for Title I, Part A; Bilingual Program; LEP Indicator; ESL Program; Special Ed; Gifted; At Risk; Career & Tech Ed; Economic Disadvantage; and Migrant Indicator. Below these is an 'Ethnicity' section with checkboxes for Hispanic/Latino, Black or African American, American Indian/Alaskan Native, Native Hawaiian or Other Pacific Islander, Asian, and White. A green 'NEXT' button is located at the bottom right of the form.

Step 1: Profile

Student Information

PEIMS ID * TSDS Student UID First Name * Middle Initial Last Name * Local Student ID Date of Birth * Sex * Grade *

0019 02/03/2010 F 11

Campus Information

Home Campus * Home District

ETS UAT District 1 MS 5 [999999552] ETS UAT District #1 New [999999000]

Demographics

☐ New To Texas

Title I, Part A Bilingual Program LEP Indicator

-- Select Option -- -- Select Option -- -- Select Option --

ESL Program Special Ed Gifted At Risk Career & Tech Ed

-- Select Option -- -- Select Option -- -- Select Option -- -- Select Option -- -- Select Option --

Economic Disadvantage Migrant Indicator

-- Select Option -- -- Select Option --

Ethnicity

☐ Hispanic/Latino ☐ Black or African American

☐ American Indian/Alaskan Native ☐ Native Hawaiian or Other Pacific Islander

☐ Asian ☐ White

NEXT

Adding a New Registration (UI)

Step 2 – Create Test Registration(s)

STAAR Assessment Management

Students + Online Testing + Orders + Reports + Structure + Admin +

Students

View & Edit

Register

Upload

Student Directory

Resolution

Transfer

Step 2: Add Test(s)

Test Administration: 2019 DEC STAAR EOC Student Grade: 05 Home Campus: ETS UAT District 1 MS 5 [999999552] Home District: ETS UAT District #1 New [999999000]

Subject *	Testing Grade	Test Info	Actions																		
U.S. History	EOC	<table><tr><td>Version</td><td>STAAR</td></tr><tr><td>Mode *</td><td>Paper</td></tr><tr><td>Registration Type *</td><td>Regular</td></tr><tr><td>Testing Campus * (Test times are local)</td><td>Ewing - ETS UAT District 1 EL 6[999999001]</td></tr><tr><td>Paper Group</td><td>NO GROUP NAME GIVEN</td></tr><tr><td>TX Unique Staff ID</td><td></td></tr><tr><td>Language</td><td>English</td></tr><tr><td>Braille Indicator</td><td>No Braille</td></tr><tr><td>Materials</td><td><input checked="" type="checkbox"/> Large Print (X) <input type="checkbox"/> Oral Administration (Y)</td></tr></table>	Version	STAAR	Mode *	Paper	Registration Type *	Regular	Testing Campus * (Test times are local)	Ewing - ETS UAT District 1 EL 6[999999001]	Paper Group	NO GROUP NAME GIVEN	TX Unique Staff ID		Language	English	Braille Indicator	No Braille	Materials	<input checked="" type="checkbox"/> Large Print (X) <input type="checkbox"/> Oral Administration (Y)	
Version	STAAR																				
Mode *	Paper																				
Registration Type *	Regular																				
Testing Campus * (Test times are local)	Ewing - ETS UAT District 1 EL 6[999999001]																				
Paper Group	NO GROUP NAME GIVEN																				
TX Unique Staff ID																					
Language	English																				
Braille Indicator	No Braille																				
Materials	<input checked="" type="checkbox"/> Large Print (X) <input type="checkbox"/> Oral Administration (Y)																				

Cancel

Back Submit

Add Another Test

Registration File Layout - Upload

Students > Upload

- Used for bulk registrations across the Texas student assessment program.
- Registration Resources
 - <http://TexasAssessment.gov/administrators/technology/>
 - 2019–2020 Student Registration Header Template
 - 2019–2020 Data File Format for Student Registration

The screenshot shows the Texas Assessment website interface. At the top, there's a navigation bar with 'TEXAS ASSESSMENT' on the left and 'FOR FAMILIES', 'FOR ADMINISTRATORS & EDUCATORS', and 'EN ESPAÑOL' on the right. Below this is a secondary navigation bar with icons and labels for 'ANALYTIC PORTAL', 'TEST ADMINISTRATION', 'TRAINING', 'TEST RESULTS', 'RESOURCES', 'FAQs', 'TECHNOLOGY' (highlighted in blue), and 'ADDITIONAL REPORTS'. The main content area is titled 'TECHNOLOGY SYSTEMS AND SUPPORT' and contains a grid of links organized into four columns. A large red arrow points from the right side of the grid towards the '2019-2020 Student Registration Header Template' link in the 'System Upload File Formats' section.

STAAR Grades 3-8 and EOC	STAAR Online Testing Platform Resources	STAAR Alternate 2, TELPAS, and TELPAS Alternate Assessment Management Systems	All Assessment Programs
STAAR Assessment Management System User's Guide	STAAR Online Testing Platform Technology Guide (PDF)	Training Modules for the STAAR Alternate 2, TELPAS, and TELPAS Alternate Assessment Management Systems	Consolidated Accountability File (CAF) (PDF)
STAAR Assessment Management System User Roles Permissions Matrix for Interim and Summative Assessments (PDF)	STAAR Online Testing Platform Local Caching Software (LCS) District Guide (PDF)	STAAR Alternate 2, TELPAS, and TELPAS Alternate Assessment Management Systems User's Guide	Unified Specifications
Interim Assessments	Online Readiness Tools	User Roles and Permissions for the STAAR Alternate 2, TELPAS, and TELPAS Alternate Assessment Management Systems (PDF)	Unified Minimum System Requirements for the Administration of Online Assessments (PDF)
STAAR Assessment Management System User Roles Permissions Matrix for Interim and Summative Assessments (PDF)	Quick Guide to Online Testing (PDF)		System Upload File Formats
STAAR Online Testing Platform Secure Browsers			2019-2020 Student Registration Header Template
			System File Formats
			2019-2020 Data File Format for Student Registration (PDF)

Registration File Layout - Upload

- 2019–2020 Student Registration Header Template (blank template)
 - *Students > Upload*

The screenshot shows the 'Upload Students' page in the STAAR Assessment Management System. The page includes a sidebar with navigation options like 'Students', 'View & Edit', 'Register', 'Upload', 'Student Directory', 'Resolution', and 'Transfer'. The main content area provides instructions for uploading student registrations, including steps for selecting upload type, test admin, and district. A red box highlights the 'Download Spreadsheet Template' button.

Home / Students / Upload Students

Upload Students

Follow these steps to upload student registrations.

1. Make selections from the *Upload Type* and *Test Admin* dropdown lists, then select a district.
2. Download the spreadsheet template (or the current District Student Home Campus or District Student Test Campus file at *Reports > Students*).
3. Input student registration information following the file specifications outlined in the *Data File Format for Student Registration* documents, available at <http://TexasAssessment.com/Technology/> or via the *Help Documentation* button, above.
4. Save the completed file as a CSV file, then click the *Browse* button to locate and select the file.
5. Click the *Upload* button.

After uploading the file, the *Processing* icon appears. Refresh the browser to update processing status. When processing completes, the *Complete* icon appears along with the number of records uploaded successfully and any errors or conflicts.

Refer to *Section 6.3: Upload Student Registrations* of the STAAR Assessment Management System User's Guide for more information.

NOTE: Student upload files are processed within 24 hours. Please check this page in 24 hours to verify the status of your student upload. If the file has not uploaded after 24 hours, please contact the Texas Assessment Support Center at (855) 333-7770 for assistance.

Special Announcement for the December 2019 STAAR EOC Administration: Beginning with the December 2019 EOC administration, initial orders of test booklets will be based on paper registrations indicated in the Assessment Management System at the close of the precode window (October 4, 2019). Districts may now identify students needing Large Print or Oral Administration directly in the student's test registration. Large Print and Oral Administration indicators may be set manually in a student's profile (*Students > View & Edit*) or via file upload (Test Version Code field - Column A11; enter "X" for Large Print, "Y" for Oral Administration).

Registrations with Oral Administration or Large Print indicated at the close of the precode window will have the corresponding test booklets included with the District's initial order. Districts that are unable to identify students needing Oral Administration or Large Print test booklets in their student registrations for the December 2019 STAAR administration may alternatively order these materials via the Additional Materials Order process. The Additional Materials window will be opened early to coincide with the precode window to assist districts needing to order these materials via this alternate method (see *Orders > Additional Materials*).

Upload A File

Upload Type *
Regular

Test Admin *
2019 DEC STAAR EOC

District *
Type in 3 characters to see results

[Download Spreadsheet Template](#)

Select Upload: [Choose File](#) No file chosen [Upload](#)

- Refer to [Section 6.3: Upload Student Registrations](#) of the STAAR Assessment Management System User's Guide for more information.

Registration - *Students > Upload*

- **NEW:** TSDS LEP-INDICATOR-CODE 5, is a new value and will not be collected on answer documents or in the Assessment Management System
- If districts enter a value of 5 in their student registration upload file, the Assessment Management System will return an error as that value is not currently recognized.
- Districts should submit a value of 0 for all students who are coded as 5 on the TSDS PEIMS file.

Registration- Students > Upload

- Use the *2019–2020 Student Data File Format for Student Registration and Precoding* for upload file specifications.
- Personal Needs and Preferences (PNP) accommodation codes can be uploaded using the *Test Version* fields.
- Test Format – EOC (AO) – registration defaults to online if no value is entered (blank).
 - The district **must** enter P (paper) in column (AO) by the close of the “Districts submit registrations for STAAR and STAAR Alternate 2 paper materials” window in order to receive a precode and test book for the student.
- TX-UNIQUE-STUDENT-ID (BB) has been changed from required to optional. If available, ETS pulls from PEIMS data.

Registration- Students > Upload

- Transfer students by placing a “M” in the *Action–Indicator* field.
 - Move student registrations from campus to campus within a district or between districts.
- Delete student registrations (student no longer enrolled in your district) by placing a “D” in the *Action–Indicator* field.
- Home County/District/Campus Code (BH) – indicates the home campus.
- Campus ID of Enrollment (B) – indicates the testing campus.
 - The home campus will default to the testing campus if left blank in file.

Registration- Students > Upload

- The Groups column (for paper) establishes the precode sort order.
 - The group name field is also used as the default online test group name if no online test group name is provided for a subject.

Best Practice: When updating existing student registrations or registering new students, include only students whose records are being updated. If uploading all students' records, download the *District Students Home Campus Report (Reports > Students)* and make edits to the registration records as needed directly in the file, leaving all other records untouched, and upload back into the system.

Registration Errors and Conflicts

Registration Errors and Conflicts: Students > Upload

Download Spreadsheet Template – blank CSV file that can be used to enter student records for upload

Filename – click on file name to download/retrieve file that was uploaded

Status –



All records successfully uploaded



















Some but not all records successfully uploaded



No records successfully uploaded

Uploads – indicates the fraction of records that successfully uploaded

#	Date ▲	Filename	Status ⓘ	Test Administration	User ID	Uploads	Errors	Conflicts	Actions
1	08/23/2018	districtReport_ (43).csv	✓	2018 DEC STAAR EOC A1-B1-E1-E2-US	TUser121	3/3	0	0	 
2	08/23/2018	districtReport_ (43).csv	⚠	2018 DEC STAAR EOC A1-B1-E1-E2-US	TUser121	2/3	1	0	 
3	08/23/2018	StudentSearch.csv	✓	2018 DEC STAAR EOC A1-B1-E1-E2-US	TUser121	20/20	0	0	
4	08/23/2018	OIT Grade Upload.csv	✓	2018 DNT 3-8 Opportunity 1	MTaylor005	4/4	0	0	
5	08/21/2018	C:\Users\abrahmajayul\Documents\Texas(Student...	✓	2018 DNT 3-8 Opportunity 1	SBrahmajayul001	2/2	0	0	
6	08/21/2018	C:\Users\abrahmajayul\Documents\Texas(Student...	✓	2018 DNT 3-8 Opportunity 1	SBrahmajayul001	2/2	0	0	
7	08/15/2018	TEAGSR.csv	✓	2018 DNT 3-8 Opportunity 1	RRabinReed	12/12	0	0	
8	08/13/2018	TEAGSR.csv	✓	2018 DNT 3-8 Opportunity 1	RRabinReed	12/12	0	0	
9	08/13/2018	TEAGSR.csv	✓	2018 DNT 3-8 Opportunity 1	RRabinReed	12/12	0	0	
10	08/13/2018	TEAGGM.csv	✓	2018 DNT 3-8 Opportunity 1	RRabinReed	24/24	0	0	
11	08/13/2018	DNT3-8082018P_3-5_Spanish_allPNP.csv	✓	2018 DNT 3-8 Opportunity 1	aiIqhar002	24/24	0	0	
12	08/13/2018	DNT3-8082018P_3-5_Spanish_allPNP.csv	✓	2018 DNT 3-8 Opportunity 1	aiIqhar002	24/24	0	0	
13	08/13/2018	Tx Student Upload 2018 Interim Template (15).csv	✗	2018 DNT 3-8 Opportunity 1	TUser121	0/	1	0	 

Registration Errors and Conflicts: Students > Upload

Errors – indicates the number of errors in the file upload

Conflicts – indicates the number of conflicts in the file upload

Actions:

Download Errors – downloads an error report detailing the row number(s) in the upload file containing errors and the cell that contained the error



Delete File – deletes upload file record from list – this action will not affect any records that were successfully uploaded.



- Not recommended – removal of the upload file entry may prohibit investigation of errors and warnings.

Registration Errors and Conflicts

Errors occur when data entered does not conform to data file specifications.

- *Uploaded File: Errors*
 - Indicates the column(s) containing errors
 - Indicates the error type
 - Indicates the number of rows (records) with an error
- Further drilldown reveals:
 - Row # with error
 - Associated PEIMS ID
 - Invalid data entry

The screenshot shows a red header bar with a warning icon and the title "Uploaded File: Errors". Below the header, a message explains that values causing errors are listed below and provides instructions on how to view specific error information. A table titled "File Errors: 1" is displayed, showing one error entry. The table has four columns: "#", "Column", "Error Type", and "# Rows with Error". The entry shows "1" in the first column, "GRADE-LEVEL-CODE" in the second, "Grade level code is invalid." in the third, and "2" in the fourth. A red box highlights the table. A "CLOSE" button is located at the bottom right.

#	Column	Error Type	# Rows with Error
1	GRADE-LEVEL-CODE	Grade level code is invalid.	2

The screenshot shows a red header bar with a warning icon and the title "Uploaded File: Errors". A "Back to Errors" button is in the top right. Below the header, a message explains that values causing errors are listed below, including row number, PEIMS ID, and data entered. The text "Column: GRADE-LEVEL-CODE" and "Error Type: Grade level code is invalid." is displayed, followed by "Results: 2". A table is shown with four columns: "#", "Row", "PEIMS ID", and "Invalid Data". The table has two entries. A red box highlights the table. "CLOSE" and "BACK" buttons are at the bottom.

#	Row	PEIMS ID	Invalid Data
1	2	558054895	14
2	3	396302726	15

Registration Errors and Conflicts

Conflicts occur when there is a mismatch between uploaded student data and Student Directory information.

- *Uploaded File: Conflicts*
 - Indicates the column(s) containing a conflict
 - Indicates the conflict type
 - Indicates the number of rows (records) containing a conflict
- Further drilldown reveals:
 - Row # with conflict
 - Associated PEIMS ID
 - Invalid data entry

Uploaded File: Conflicts

The values causing the conflicts in the uploaded file are listed below. To view specific conflict information, click the number in the # Rows with Conflict column. Conflicts occur when a student's name, or date-of-birth (DOB) do not match the Student Directory. Student registrations with conflicts cannot be created using Upload Students and must be created using Register Students.

File Conflicts: 1

#	Column	Conflict Type	# Rows with Conflict
1	DATE-OF-BIRTH	Student Directory mismatch with at least two of three field from: DOB, first name, last name. Student can only be added through online process	2

CLOSE

Uploaded File: Conflicts [Back to Conflicts](#)

The values causing the conflicts that were displayed on the previous screen are listed below, including the row number in the CVS file, the PEIMS ID and the data entered.

Column: DATE-OF-BIRTH
Conflict Type: Student Directory mismatch with at least two of three field from: DOB, first name, last name. Student can only be added through online process
Results: 2

#	Row	PEIMS ID	Invalid Data
1	153	00000001	011700
2	154	00000001	011700

CLOSE BACK

Retesters

Retesters

- All retesters are registered with the same demographic information (e.g., grade level) as when they last tested.
 - Districts should review retester registrations and update as needed.
 - For EOC testing, retesters are registered to take only the test(s) that they did not previously pass.
 - Tests are presented in the same testing mode as the last administration.
 - Exception: the Braille Indicator is not rolled over from previous administrations and must be added to the student's profile prior to the close of the paper registration window.

Retester Verification Roster

- Available for:
 - All EOC administrations
 - May grades 5 and 8 math and reading retests
 - June grades 5 and 8 math and reading retests
- **Best Practice:** Download a report with assessment data for retesters on the “Retester verification roster available” date listed on the Calendar of Events prior to registering any students or making any updates to registrations.

Retester Verification Roster

- Downloading the retester verification roster
 - *Reports > Students*

The screenshot displays the Assessment Management System interface. The left sidebar contains navigation links: Reports, Directory, Organizations, Online Testing, Students, Orders, Results, Report Access, Online Reporting, and Texas Data Portal. The main content area is titled 'Students Report' and includes tabs for General, Management, Support, and SRS. Under the 'General' tab, there are two report options, both highlighted with red boxes:

- Students Campus Report**: This report lists all student test registrations for students at the campus selected. The downloadable CSV file matches the required file format for uploading student records into the assessment management system. Uses: Sort and filter by campus, subject, student, and test mode to help verify registration data. Changes may be applied to the file for uploading back into the assessment management system. Updates: The report is updated nightly. Any changes made to student registration data are reflected in the report the following morning. The form includes a 'Campus' dropdown (21ST CENTURY EARLY LEARNING FOUNDATION) and a 'Test Administration' dropdown (Select a Test Administration).
- District Student Home Campus Report**: This district-level report lists all student test registrations for students whose home CDC is in the selected district. The downloadable CSV file matches the required file format for uploading student records into the assessment management system. Uses: Sort and filter by campus, subject, student, and test mode to help verify registration data. Changes may be applied to the file and uploaded back into the assessment management system. Updates: The report is updated nightly. Any changes made to student registration data are reflected in the report the following morning. The form includes a 'District' dropdown (A W BROWN-FELLOWSHIP LEADERSHIP) and a 'Test Administration' dropdown (Select a Test Administration).

Each report section includes a 'Download' button and a note: 'Click on the download button to view the Students report for the Campus.' and 'Click on the download button to view the District Student Home Campus Report for the Districts.'

Considerations

- How is the district's data managed?
 - If your district uses a student information system (SIS), you may be able to create and pull your registration files directly from the database.
 - Best Practice: Verify the testing mode for EOC. If the Column AO is blank, then all EOC students are registered as online testers. Enter "P" for paper.
- Will the students test in the same testing mode as they did in previous administrations?
 - Verify testing mode for all students.
 - EOC: check the test format field (column AO) – if blank, the registration defaults to online.
 - 3– 8 check the test format fields (columns AJ–AN) – if blank, and there are no PNP settings, the registration defaults to paper.
- Have there been changes to grade levels at campuses?
 - Grade levels are rolled over from the previous administrations and cannot be updated after scores are reported. Testing coordinators should verify the grade levels of all students prior to testing.

Braille

Braille

- Register students to test on paper.
- Edit the *Tests* tab to reflect the braille form needed via *Students > View & Edit*.
 - UEB – Contracted or Uncontracted
- To ensure correct braille materials are received with a precoded answer document, the step above must be completed by close of the precode window.
- **Reminder:** Registrations for braille retesters are rolled over as paper; districts must indicate the needed braille version via *Students > View & Edit*.

Braille

- Students may test online with an accommodation for a refreshable braille display and screen reader in the following subjects:
 - English I, English II, and U.S. History
 - Reading (grades 3–8), writing (grades 4 and 7), and social studies (grade 8)
 - English language only
- Register all braille students for paper braille during the precode test registration window regardless of the testing mode (paper/refreshable braille).
 - Students testing refreshable braille will need the paper test booklet to answer questions with tactile graphics.

Braille

- For students that will be testing online with a refreshable braille display and screen reader, wait until the close of the precode test registration window and switch the student to online with the PNP accommodation code for Refreshable Braille Display and Screen Reader (B).
- **Reminder:** If districts need to order additional braille materials after the close of the paper registration window, or need embedded supports materials for braille students, they must contact the Texas Assessment Support Center and request the *Additional Braille Kit Order Form*.

Braille

NEW: Braille Preview Window

- Test administrators may preview braille materials during the district-determined preview window. The preview may take place any school day prior to the subject-area test, during the testing week. Review the 2019-2020 [General Instructions for Administering Braille Versions of State Assessments](#) for additional information.

NEW: Braille and content and language supports

- Requests for embedded supports test materials for students who also use Braille should be requested directly from the Texas Assessment Support Center.

OOD/OOS Registrations

OOD/OOS Registrations - Overview

- Out-of-district (OOD) tester: a current student testing in a district other than his or her home district
- Out-of-school (OOS) examinee: a tester who has completed coursework but has not graduated and is attempting to complete his or her testing requirements to obtain a diploma
- OOD/OOS student registration occurs in the same window as precode test registrations.
- Registration occurs outside of the STAAR Assessment Management System.
- Registration may be completed by a district coordinator, parent, or student.

OOD/OOS Test Site Registration

- Districts may elect to register campuses as OOD/OOS test sites for December, April, May, and June EOC and June grades 5 and 8 mathematics and reading administrations.
- A separate form must be submitted for each test site.
- Registered test sites do not carry over from one administration to another.
- Campuses that are not registered as OOD/OOS test sites may still allow OOD/OOS students to test but no precoded or preloaded information will be available. Students will have to be manually registered for online tests or provided hand-gridded answer documents for paper tests.
- **NEW:** Test site registration dates are published in the Calendar of Events.
 - “Districts submit OOS/OOD test sites”

OOD/OOS Test Site Registration

- Campus address auto-populates with mailing address on file in AskTED.
- Districts must ensure address provided is the correct physical address of the test site. If incorrect, address fields may be typed over to make corrections.
- Enter start time for each subject/day the test site will be offering OOD/OOS testing.
- DTCs will receive a confirmation email identifying the campus, subject(s), and start time(s) submitted.
- Corrections or updates may be made by submitting another form or contacting the Texas Assessment Support Center.

OOD/OOS Test Site Registration

- <https://forms.texasassessment.gov/ood-test-site-collection/>

STAAR
State of Texas
Assessment
System
Results

Out-of-District/Out-of-School Test Site Registration

March/May 2017 End-of-Course

Complete the following form to register a test site. The information provided will be published in the Test Site Directory.
NOTE: Test sites must be registered for each administration; registrations are not carried forward from one administration to the next.

Testing Site

Choose ... Choose ...

District: Campus/Test Site:

Campus/Test Site Address

Make corrections to the address below if the address listed does not reflect the physical location where assessments will test.

Test Site/Building Name:

Street (Not a PO Box):

City: State: Zip:

☐ I confirm that the address provided above is the correct physical address.

Contact Phone Number

For Test Site Directory, required format: 555-555-5555

Tests / Dates / Start Times

Enter the start time (e.g., 8:00 or 12:00) of each test/date that will be given at the site. You must enter at least one start time. Leave start times blank for any test/date that will not be offered.

End-of-Course

Start: ... English I - Tuesday, March 28, 2017

Start: ... English II - Thursday, March 30, 2017

Start: ... Algebra I - Monday, May 1, 2017

Start: ... Algebra I - Tuesday, May 2, 2017

Start: ... Algebra I - Wednesday, May 3, 2017

OOD/OOS Test Site Registration

- Registered test sites appear in the OOD/OOS Test Site Directory available at <http://texasassessment.gov/administrators/test-administration/>.
- Registered tests sites will appear in the *Testing Campus* dropdown menu if a student's test registration type is set to OOD or OOS (Grade=OOS).

TEST ADMINISTRATION

Below are resources and information needed to prepare for and administer STAAR OOD/OOS assessment

Communications

Student Assessment Correspondence with Districts

District and Campus Coordinator Manual (DCCM)

District and Campus Coordinator Manual (DCCM)

STAAR Assessment Management System

STAAR Assessment Management System User's Guide (PDF)

Test Administration Manuals

2017 STAAR Test Administration Manual Grades 3-5

2017 STAAR Test Administration Manual Grades 6-8

2017 STAAR Test Administration Manual — EOC

Test Administration Dates

Student Assessment Program Calendar of Events

Student Assessment Testing Calendar

STAAR OOD/OOS

STAAR OOD/OOS Registration Form

STAAR OOD/OOS Test Site Directory (PDF)

STAAR OOD/OOS Test Site Collection Form

Frequently Asked Questions

Home Campus: Training HS [999999001] Home District Code: 999999000 Home District Name: Training ISD

Test Information

Subject*: Algebra I Test Version*: STAAR Mode*: Online

Braille Indicator*: No Braille Test Registration Type*: Out of District

Testing Campus* (Test times are local)

Select:

- ABILENE - ABILENE H S - 2016-12-08 09:00:00
- ABILENE - ACADEMY FOR TECHNOLOGY ENGINEERING MATH & S - 2016-12-08 09:00:00
- ABILENE - COOPER H S - 2016-12-08 09:00:00
- ABILENE - WOODSON CENTER FOR EXCELLENCE - 2016-12-08 09:00:00
- ALEDO - ALEDO H S - 2016-12-08 09:30:00
- ALICE - ALICE H S - 2016-12-08 09:00:00
- ALICE - ALICE H S - 2016-12-08 09:00:00
- ALLEN - ALLEN H S - 2016-12-08 09:15:00
- ALPINE - ALPINE H S - 2016-12-08 09:00:00
- ALVARADO - ALVARADO H S - 2016-12-08 09:00:00
- AMARILLO - AMARILLO AREA CTR FOR ADVANCED LRN - 2016-12-08 09:00:00
- AMARILLO - HIGHLAND PARK H S - 2016-12-08 09:00:00
- AMARILLO - RANDALL H S - 2016-12-08 09:15:00
- AMARILLO - RIVER ROAD H S - 2016-12-08 09:00:00
- ANDREWS - ANDREWS EDUCATION CENTER - 2016-12-08 09:00:00
- ANDREWS - ANDREWS EDUCATION CENTER - 2016-12-08 09:00:00
- ANDREWS - ANDREWS EDUCATION CENTER - 2016-12-07 09:00:00
- ANDREWS - ANDREWS EDUCATION CENTER - 2016-12-08 09:00:00

STAR

State of Texas
Assessments of Academic Readiness

**June 2018 End-of-Course
Out-of-District / Out-of-School
Test Site Directory**

TEST SITE	TEST DATE	TEST TIME	TEST TYPE	TEST CODE	TEST ID	TEST NAME	TEST CODE	TEST ID	TEST NAME
ABILENE	2016-12-08	09:00:00	Algebra I	999999001	999999000	Training HS	999999001	999999000	Training ISD

OOD/OOS Student Registrations

- OOD/OOS registration form is available during the registration window at <http://forms.texasassessment.gov/out-of-district-form/>.

NOTE: OOD/OOS registration defaults to paper. Districts must edit corresponding registration to online (*Student > View & Edit > Tests* tab).

The screenshot shows the Texas Assessment Management System (TAMS) website. The top navigation bar includes links for FOR FAMILIES, FOR ADMINISTRATORS (selected), FOR EDUCATORS, ASSESSMENTS, CONTACT, and EN ESPAÑOL. Below this is a secondary navigation bar with icons and labels for ABOUT STAAR, ABOUT STAAR ALTERNATE 2 AND TELPAS, TEST ADMINISTRATION (selected), TRAINING, TEST RESULTS, RESOURCES, FAQ, TECHNOLOGY, and ADDITIONAL REPORTS. The main content area is titled "TEST ADMINISTRATION" and contains a table of resources and information needed to prepare for and administer the STAAR 3-8 and EOC assessments. The table is organized into four columns: Communications, Test Administration Manuals, STAAR Out of School/Out of District, and Additional Resources. The Communications column lists links for Student Assessment Correspondence with Districts, District and Campus Coordinator Manual (DCCM), and STAAR Assessment Management System User's Guide (PDF). The Test Administration Manuals column lists links for 2018 STAAR Test Administration Manual Grades 3-5, 2018 STAAR Test Administration Manual Grades 6-8, 2018 STAAR Test Administration Manual — EOC, and Test Administration Dates. The STAAR Out of School/Out of District column lists links for STAAR EOC Out of School/Out of District Examinee Registration Form, STAAR EOC Out of School/Out of District Test Site Directory (PDF), STAAR Grades 5&8 Out of District Examinee Registration Form, STAAR Grades 5&8 Out of District Test Site Directory (PDF), STAAR Out of School/Out of District Test Site Collection Form, and Frequently Asked Questions. The Additional Resources column lists links for Oaths of Test Security and Confidentiality, STAAR Supplemental Information, STAAR Resources, Language Proficiency Assessment Committee (LPAC) Resources, Accommodations Resources, and Assessment Resources for Students and Parents.

Communications	Test Administration Manuals	STAAR Out of School/Out of District	Additional Resources
Student Assessment Correspondence with Districts	2018 STAAR Test Administration Manual Grades 3-5	STAAR EOC Out of School/Out of District Examinee Registration Form	Oaths of Test Security and Confidentiality
District and Campus Coordinator Manual (DCCM)	2018 STAAR Test Administration Manual Grades 6-8	STAAR EOC Out of School/Out of District Test Site Directory (PDF)	STAAR Supplemental Information
District and Campus Coordinator Manual (DCCM)	2018 STAAR Test Administration Manual — EOC	STAAR Grades 5&8 Out of District Examinee Registration Form	STAAR Resources
STAAR Assessment Management System User's Guide (PDF)	Test Administration Dates	STAAR Grades 5&8 Out of District Test Site Directory (PDF)	Language Proficiency Assessment Committee (LPAC) Resources
	Student Assessment Program Calendar of Events	STAAR Out of School/Out of District Test Site Collection Form	Accommodations Resources
	Student Assessment Testing Calendar	Frequently Asked Questions	Assessment Resources for Students and Parents

The screenshot shows the "EOC Out-of-District/Out-of-School Registration" form. The form is titled "EOC Out-of-District/Out-of-School Registration" and includes a STAAR logo. Below the title, it says "To register, enter your information and choose test(s) and date(s)." The form contains several input fields: Student Name (First Name, Middle Initial, Last Name), PEIMS ID, Date of Birth, Gender (Choose...), Grade (Choose...), Phone Number, Email Address, Student's Home District & Campus (Choose your current District and Campus of enrollment), and a dropdown menu for the Assessment Program. There is also a "Register" button at the bottom right.

OOD/OOS Student Registrations

- Registrations are loaded into the Assessment Management System by the end of the precode test registration window.
- OOD/OOS testers that come to test without pre-registering may be accommodated at the district's discretion. These students must be manually registered in the Assessment Management System.
- **NOTE:** OOS examinees must be manually registered in the Assessment Management System regardless of testing mode (online/paper). Registrations must include the examinee's home address and home CDC for correct reporting of test results.

OOD/OOS Student Registrations

- OOD/OOS testers may be registered directly in the Assessment Management System after the OOD/OOS registration period has closed via *Students > Register*.
- If an OOD/OOS student is registered to test in a district, the district will receive a precoded answer document and campus header for proper attribution of the student's scores.
 - OOD/OOS precoded answer documents are packaged and shipped to the testing campus.

OOD/OOS Test Materials

- The *District OOD/OOS Report* and the *STAAR Package Contents List* reports are packaged in BOX 1 and should be used to verify the quantities of OOD/OOS materials shipped to the district.

STAAR EOC
OOD/OOS Report
December 2019

Page 1/1

OOD/OOS Report

		Students Within District			
Subject/County/District	Code/District/Campus	Regular	Out-Of-District	Out-Of-School	Total Students
Algebra 1					
258888 Dev Testing Org		20			20
258888883 D2D Campus3		20			20
Biology					
258888 Dev Testing Org		20			20
258888883 D2D Campus3		20			20
English 1					
258888 Dev Testing Org		20			20
258888883 D2D Campus3		20			20
English 2					
258888 Dev Testing Org		18			18
258888883 D2D Campus3		18			18
US History					
258888 Dev Testing Org		20			20
258888883 D2D Campus3		20			20

Campus Bundle: 1 OF 1

**STAAR
Package Contents List**

District: Dev Testing Org
Campus: D2D Campus3
Campus ID: 258888883
ADMIN: December 2019

Verification Roster

First Student Name: AAAAAAAAAAAAAA, AAAAAAAAAA A
Last Student Name: 0000000000000000, 0000000000 0

Class ID Sheets: 6 OOD-OOS Sheets: 0
Campus ID Sheets: 6 Precoded Answer Docs: 98
Void ID Sheets: 2 Blank AD Sheets: 10

Bundle ID:

1

OOD/OOS Test Materials

- Edit the Test Registration Type indicator of a registered student via *Students > View & Edit > Profile* and *Tests* tabs.
 - *Profile* tab: change grade to OOS and complete *Address* fields
 - *Tests* tab: select testing campus

Note: The OOS examinee's address and contact information is required to ensure results are returned to the examinee.

The screenshot displays two overlapping forms from the ETS system. The background form is the 'Student Information' page, and the foreground form is the 'Test Info' page.

Student Information Form:

- Student Information:** Fields for PERS ID, TSDG Student UID, First Name, Middle Initial, Last Name, Local Student ID, Date of Birth, Sex, and Grade. The 'Grade' dropdown is highlighted with a red box and set to 'OOS'.
- Address:** Fields for Street Address, City, State, Postal Code, and Email. This entire section is highlighted with a red box.
- Campus Information:** Fields for Home Campus and Home District.
- Demographics:** Fields for Test Taker, Bilingual Program, Special Ed, Economic Disadvantage, and Migrant Indicator.
- Ethnicity:** Radio button options for Hispanic/Latino, American Indian/Alaskan Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White.

Test Info Form:

- Subject:** U.S. History
- Testing Grade:** EOC
- Version:** STAAR
- Mode:** Paper
- Registration Type:** Regular
- Testing Campus:** Ewing - ETS UAT District 1 EL 0399999001
- Paper Group:** NO GROUP NAME GIVEN
- TX Unique Staff ID:**
- Language:** English
- Braille Indicator:** No Braille
- Materials:** Large Print (0) and One Administration (1)

Considerations

- Have OOD/OOS test sites been registered as needed?
 - If the test site registration deadline has passed, districts may still opt to test walk-ins.
- Will district testers need to test out-of-district during the upcoming administration?
 - STAAR EOC students can register themselves online during the “Register OOS/OOD examinees” window listed on the Calendar of Events.
 - Students who did not meet the passing standard on the first two administrations of the STAAR grade 5 or 8 mathematics or reading assessment must be registered as OOD testers by their home districts.
 - Applies ONLY if the students are testing at a district other than their home district in June.

Precode Verification Report

Precode Verification Report

- Available in PDF and CSV formats during and after the paper materials window
- All paper registrations and corresponding precode data
- Used to verify the quantity of precodes a district is scheduled to receive
- Updated nightly

The screenshot displays the STAAR Assessment Management web application. The left sidebar contains navigation links: Reports, Directory, Organizations, Online Testing, Students (highlighted), Orders, Results, Report Access, Online Reporting, and Texas Data Portal. The main content area is titled 'Precode Verification Report' and includes the following information:

- A 'Download' button for the Test Registration Report.
- Content:** This district-level report, available during the precode registration window, contains a record for each precoded answer document a district is scheduled to receive. The report includes all data that will be printed on answer documents. After the precode window, a PDF report is available that includes the final listing of all precoded answer documents that a district will receive with their precode shipment. The report is organized alphabetically by campus, subject, and student.
- Uses:** Use this file to verify precode data prior to the close of the precode window and obtain a report (PDF) of precodes to be received.
- Updates:** The file is updated nightly.
- NOTE:** Changes made to test registrations after the precode window are not reflected in the PDF report and will not be included in the precodes the district is scheduled to receive.

Below the notes, there are two dropdown menus:

- Organization *** with the value 'A A A_Do Not Use[000000000]' and a sub-note 'No region provided[022950000]'.
- Test Administration *** with the value '2018 DEC STAAR EOC'.

At the bottom, there is a message: 'Click on the download button to view the Precode Verification Report for the District or Campus.' Below this message are two buttons: 'Download CSV' (highlighted with a red box) and 'Download PDF'.

Precode Verification Report

- One record for each precoded answer document
- Available at the campus level
- Organized by campus, subject, student

Run Date: 10/08/18		STAAR EOC:Dec 2018															PAGE 1								
		CAMPUS PRECODE STUDENT LIST																							
		DISTRICT = 999999000 TRAINING ISD															CAMPUS = 999999001 TRAINING H S								
		----- FOR SCHOOL USE ONLY -----															LOCAL	LOCAL							
LAST NAME	FIRST NAME	MI	DOB	PEIMS ID	GR	SUB	SEX	ETH	I	A	B	P	W	ED	TIA	MS	L	B	ESL	SE	GT	AR	CT	STUDENT ID	USE
ARNOLD	GARFIELD	R	20021227	000000000	09	A1	M	0	0	0	0	0	1	0	6	0	0	0	0	0	0	0	2		
BOOKINGS	LILI ELEIDA	R	20020113	000000000	09	A1	F	1	0	0	0	0	1	1	6	0	0	0	0	0	0	0	2		
GONZALEZ	FAITH	G	20030729	000000000	09	A1	F	1	0	0	0	0	1	1	6	0	0	0	0	0	0	1	2		
MAMABATA	TINO	J	20000217	000000000	11	A1	F	0	0	0	0	1	0	1	0	0	C	0	2	0	0	1	2	23601	
RODRIGUEZ	KARINA	J	20030324	000000000	09	A1	F	1	0	0	0	0	1	1	6	0	C	0	0	0	0	1	0		
GUERRA	MARV	D	20021221	000000000	10	BI	M	1	0	0	0	0	1	1	6	0	0	0	0	0	0	1	2		
MANSIYA	ELISA	A	20030814	000000000	09	BI	F	0	0	0	0	0	1	2	6	0	0	0	0	0	0	1	2		
MOORE	BERLY	S	20010513	000000000	09	BI	M	0	0	0	1	0	0	1	6	0	0	0	0	0	0	1	2		
REGALADO	GARRETT	R	20001004	000000000	11	BI	F	1	0	0	0	0	1	1	6	0	C	0	3	0	0	1	0		
RODRIGUEZ	MARCUS	J	20030324	000000000	09	BI	F	1	0	0	0	0	1	1	6	0	C	0	0	0	0	1	0		
ARNOLD	JON	R	20021227	000000000	09	E1	M	0	0	0	0	0	1	0	6	0	0	0	0	0	0	0	2		
BASS	WILMOTH	A	20030211	000000000	10	E1	M	1	0	0	0	0	1	0	6	0	0	0	0	0	0	1	0		
BURNEY	JENNIFER	A	20030325	000000000	09	E1	M	1	0	0	0	0	1	1	6	0	0	0	0	0	0	1	0		
CANNON	OSCAR	C	20020603	000000000	10	E1	M	0	0	0	0	0	1	0	6	0	0	0	0	0	0	0	0		

Student Registration Reminders

Student Registration Reminders

- Last uploaded data file will override existing registration information where differences exist.
- All records in the file that do not contain any errors or conflicts will upload successfully.
- Records containing errors or conflicts **MUST** be corrected in order to receive precodes.
- Demographic fields left blank during registration will be populated from the Student Directory (PEIMS data), if available.
- Demographic fields left blank for a student already registered will override any corresponding registration data with a null value.

Student Registration Reminders

- Precoded answer documents received with an incorrect first name, last name, date of birth, or PEIMS ID **MUST** be voided.
 - Hand grid a blank answer document.
 - Testing with the incorrect information above will result in a record held in resolution.
 - Inaccurate demographic information may be corrected by hand-gridding the precoded answer document.

Best Practice: Upload local data file in advance of the precode test registration deadline to provide adequate time for investigation and correction of upload errors and warnings.

Student Registration Reminders

- Group name fields are not overwritten with a blank value.
 - To remove a group name, replace with a new group name or use the phrase “No Group Name Given.”
- Group names organize precoded answer documents for ease of distribution.
 - Default sort order: District, Campus, Grade/Subject, Alpha by Last Name, Alpha by First Name
 - Group name sort order: District, Campus, Grade/Subject, Group Name, Alpha by Last Name, Alpha by First Name

Student Registration Reminders

- Focus on paper testers during the precode test registration window; then focus on online testers during the extended online registration window.
- Register online students through the last day of testing.
- Registering testers during the extended window (after the close of precode test registration window) will **NOT** result in precoded answer documents.
 - Late registrations for paper testing will require hand-gridding of answer documents.

Considerations

- Will your district use group names for students testing on paper?
 - No? Group names allow for easier distribution of materials on test day. If group names are used, precoded materials will be sorted by campus/subject/Group Name/student.
 - Best Practice: Use the name of the test administrator who will be proctoring each test session as the group name.
- Are there students in grades 3–8 who need to be registered for EOC tests?
 - Yes? Include them in your EOC registration file. PEIMS will not register students for above-grade tests.
- Do all testers have the correct PNP settings?
 - Have CTCs verify the PNPS for each student by pulling the Students Campus Report (Reports > Students)

Considerations

- Were all braille testers registered prior to the precode test registration deadline?
 - No? Contact the Texas Assessment Support center to place an order for the braille materials.
- Will any of your students need paper with embedded supports materials?
 - Yes? Submit the [Request for Special Administration](#) form early.

REMINDER: Requests for embedded supports materials intended for braille students, must be made from the Texas Assessment Support Center.

Late Precode Orders

Late Precode Orders

- Districts that do not register students for the December End-of-Course test administration during the “Districts submit registrations for STAAR and STAAR Alternate 2 paper materials”
 - **will not** receive any precoded answer documents during “Districts receive precoded materials” window, and
 - **will not** receive any test booklets or other test materials during the “Districts receive shipment of test materials” window.
- The district must order test booklets and other testing materials during the “Districts order additional materials” window.
- Orders placed during this window will be packaged at the district level and will be shipped in the order received.

Late Precode Orders

- The district may opt in to order precoded answer documents during the “Late Precode” window (*Orders > Late Precode*).
 - The district must opt in for late precodes and load paper registrations.
 - The district will incur late fees based on the quantity of precoded answer documents requested.
 - The precoded answer documents requested during the “Late Precode” window will not arrive with the district’s initial shipment; instead, it will arrive the **Wednesday** prior to testing.

Late Precode Orders

- Districts ordering late precodes will be assessed a fee based on precode quantities as noted below:
 - Tier 1 (1 – 1,000 precodes): \$150
 - Tier 2 (1,001 – 2,500 precodes): \$200
 - Tier 3 (2,501 + precodes): \$250

ETS Assessment Management

Students + Online Testing + Orders + Reports + Structure +

Home / Orders / Late Precode

Late Precode Orders

Set via Directional Text. Look for Orders - Late Prcodes - Main Description.

District *
ETS UAT District #1 New [999999000]
Training and UAT Region [999999991]

Test Administration *
- Select Test Administration -

TEA TAMS About

11.7.0

Late Precode Orders

- “Late Paper Registration Report”
 - Lists all registrations entered in the UI after the close of the precode registration window
 - Available to all districts regardless of “opt in” status
 - Updates nightly during the late precode order window
 - “Precode Verification Report” for late precode orders
- Suggested uses
 - Identify paper-based registrations that are not accompanied to a precode for hand-gridding purposes.
 - Identify the quantity of precodes that the district will be billed for, if opting in to receive precodes (Actual number of precodes printed).

Training

Upcoming Trainings

Upcoming Webinar Trainings

- **Winter Activities for Upcoming Administrations**
 - Tuesday, January 21, 2020
 - 1:30 p.m. – 3:00 p.m. CT
 - Click [here](#) to register.
- **Technology Staff Network Configuration, Secure Browser Installation, and Device Set Up**
 - Tuesday, February 25, 2020
 - 1:30 p.m. – 3:00 p.m. CT
 - Click [here](#) to register.

Questions

Questions?



Customer Support

Texas Assessment Support Center

- Monday–Friday
- 8:00 a.m.–5:00 p.m. CT
- 855-333-7770
- STAAREOC@ets.org or STAAR3-8@ets.org
- Click the chat link in the *Help Documentation* tab in the STAAR Assessment Management System.